

CECI-TR Engineer Circular 25-1-285	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	EC 25-1-285 17 July 2000
	EXPIRES 30 SEPTEMBER 2001 Information Management OFFICE SYMBOLS	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

ERRATA SHEET

No. 1

INFORMATION MANAGEMENT

Office Symbols

EC 25-1-285

17 July 2000

Cover Letter: Replace Appendix B with the enclosed Appendix B.

Page B-2 corrects the office symbol of U.S. Army Engineer Research and Development Center from CERDC to CEERD.

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

EC 25-1-285

CECI-TR

Circular
No. 25-1-285

17 July 2000

EXPIRES 30 September 2001
Information Management
OFFICE SYMBOLS

1. Purpose. This circular lists office symbols which are authorized for use within the Army Corps of Engineers.
2. Applicability. This circular applies to the Elements of Headquarters, United States Army Corps of Engineers, the Office of the Chief of Engineers (HQUSACE/OCE), and all United States Army Corps of Engineers (USACE) Commands.
3. Reference. AR 25-1, The Army Information Resources Management Program.
4. Distribution. This information is approved for public release. Distribution is unlimited.
5. Procedures.
 - a. All HQUSACE/OCE Elements' office symbols herein have been approved by the Humphrey Engineers Center Support Activity (CEHEC), Manpower and Management Analysis Branch (CEHEC-RM-M), and are being distributed by Information Technology Services Division (CECI-T). To request any changes and/or new office symbols, submit a memorandum through CEHEC-RM-M for CECI-T.
 - b. All USACE Commands will request approval of basic office symbols from HQUSACE, Deputy Chief of Staff for Resource Management, Manpower and Force Analysis Division (CERM-M) and will obtain distribution/issue of office symbols from Information Technology Services Division (CECI-TR), Washington, DC 20314-1000. Basic office symbols should consist of no more than five letters. Each USACE Command will supplement the basic office symbol by letter schemes. Numerical codes are not authorized.

FOR THE COMMANDER:

2 Appendixes
APP A – HQUSACE/OCE Elements
APP B – USACE Commands



Deputy Chief of Staff
for Corporate Information

APPENDIX A
OFFICE SYMBOLS
HQUSACE/OCE ELEMENTS

TITLE	SYMBOL
Commanding General, Office of the Equal Opportunity Advisor Commander's Planning Group	CECG CECG-EO CECPG
Command Chaplain	CECH
Deputy Commanding General Contingency Response Unit	CEDC CEDC-CRU
Deputy Commanding General for Reserve Components	CEDC-R
Command Sergeant Major	CESM
Chief of Engineers	DAEN-ZA
Deputy Chief of Engineers	DAEN-ZB
Chief of Engineers (Pentagon), Office of the	DAEN-ZC
Chief of Staff, Office of the Congressional Affairs, Office of Operations, Deputy Chief of Staff for USACE Operations Center Plans and Doctrine Branch Security and Law Enforcement, Office of Intelligence Officer Information Assurance Program Manager Foreign Disclosure Officer Force Protection Officer Physical Security/Law Enforcement Command Security Manager	CECS CECS-C CECS-O CECS-OC CECS-OP CECS-OS CECS-OS-I CECS-OS-IA CECS-OS-FD CECS-OS-FP CECS-OS-LE CECS-OS-S
Support, Deputy Chief of Staff for Secretary of the General Staff Protocol Officer	CECS-S CECS-X CECS-XP
Chief Counsel, Office of the Chief Counsel Deputy Chief Counsel Management & Administration Office Law Library Procurement Law and Contract Disputes Environmental Restoration, Regulation and Compliance Legislation, Fiscal and General Law Litigation and Administrative Disputes	CECC CECC-ZA CECC-ZB CECC-A CECC-AL CECC-C CECC-E CECC-G CECC-L
Civil Works, Office of Deputy Commanding General for Deputy Commanding General for Civil Works Principal Assistant for Civil Works Executive Director for Civil Works Management Support, Office of Military Executive Officer Field Support, Office of Assistant Director/Atlantic East Assistant Director/Central Assistant Director/Planning Assistant Director/Pacific West	CECW CECW-ZA CECW-ZB CECW-ZC CECW-ZD CECW-ZQ CECW-ZE CECW-ZM CECW-ZP CECW-ZW

TITLE	SYMBOL
Program Management Division	CECW-B
Central Programs & Systems Mgmt Branch	CECW-BA
Central Programs Execution Branch	CECW-BC
Program Formulation & Evaluation Branch	CECW-BD
Eastern Programs Execution Branch	CECW-BE
Western Programs Execution Branch	CECW-BW
Engineering and Construction Division	CECW-E
Technology Integration Branch	CECW-EE
Infrastructure Branch	CECW-EI
Cost & Economic Team	CECW-EIC
Systems Engineering Team	CECW-EIS
Building Systems Team	CECW-EIV
Technical Policy Branch	CECW-ET
Construction Team	CECW-ETC
Engineering Team	CECW-ETE
Environmental Team	CECW-ETV
Chief Architect/Value Engineer	CECW-EV
Water Resources Branch	CECW-EW
Site Development Team	CECW-EWS
Watershed Team	CECW-EWW
Operations Division	CECW-O
Navigation and Operations Branch	CECW-OD
Civil Emergency Management Branch	CECW-OE
Natural Resources Management Branch	CECW-ON
Regulatory Branch	CECW-OR
Planning and Policy Division	CECW-P
Policy Compliance Support Branch	CECW-PC
Mission Planning and Development Branch	CECW-PD
Guidance Development Branch	CECW-PG
Legislative Management Branch	CECW-PL
Planning Management Branch	CECW-PM
Corporate Information, Office of Deputy Chief of Staff for	CECI
Deputy Chief of Staff for Corporate Information	CECI-ZA
Assistant Deputy Chief of Staff for Corporate Information	CECI-ZB
Administrative Office	CECI-ZO
Civil Works & Military Programs Liaison Division	CECI-C
HQ Staff and Field Liaison Division	CECI-H
Information Technology Services Division	CECI-T
Architecture Branch	CECI-TA
Information Resource Management Branch	CECI-TR
Equal Employment Opportunity, Office of	CEEO
History, Office of	CEHO
Chief Historian	CEHO-ZA
Chief Curator	CEHO-ZM
Administrative Officer	CEHO-ZO

TITLE	SYMBOL
Human Resources, Office of Deputy Chief of Staff for	CEHR
Deputy Chief of Staff for Human Resources	CEHR-ZA
Assistant Deputy Chief of Staff for Human Resources	CEHR-ZB
Exec Secretary E&S (R&C) Career Program	CEHR-ZE
Administrative Officer	CEHR-ZO
Human Resources Development Division	CEHR-D
Employment & Compensation Management Division	CEHR-E
Military Personnel Division	CEHR-M
Engineer Inspector General, Office of the	CEIG
Investigations/Assistance Division	CEIG-A
General Inspections Division	CEIG-I
Plans & Operations Office	CEIG-P
Internal Review Office	CEIR
IRA Team (Huntsville)	CEIR-I
Logistics, Office of Assistant Chief of Staff for	CELO
Assistant Chief of Staff for Logistics	CELO-ZA
Staff Engineer	CELO-ZE
Administrative Officer	CELO-ZO
Program Manager	CELO-ZP
Maintenance & Supply Division	CELO-MS
Transportation Division	CELO-T
Military Programs, Office for Deputy Commanding General for	CEMP
Deputy Commanding General for Military Programs	CEMP-ZA
Principal Assistant for Military Programs	CEMP-ZB
Executive Director for Military Programs	CEMP-ZC
Assistant Directors for Military Programs	CEMP-ZD
Management Support Office	CEMP-ZM
Executive Officer to DCG for Military Programs	CEMP-ZX
Installation Support Division	CEMP-I
Business Systems Branch	CEMP-IB
Planning Branch	CEMP-IP
Installation Support Policy Branch	CEMP-IS
Programs Management Division	CEMP-M
Army and Air Force Branch	CEMP-MA
Defense and Support for Others Branch	CEMP-MD
Policy and Integration Branch	CEMP-MP
Interagency and International Services Division	CEMP-N
Strategy Implementation Branch	CEMP-NI
Outreach Branch	CEMP-NR
Strategy & Analysis Branch	CEMP-NS
Environmental Division	CEMP-R
Policy and Requirements Branch	CEMP-RA
Formerly Used Defense Sites (FUDS) Branch	CEMP-RF
Environmental Support Branch	CEMP-RI
Intergovernmental and Superfund Support Branch	CEMP-RS
Special Missions Office	CEMP-S
Power Reliability Enhancement Program (PREP) Team	CEMP-SP
Technical Review and Modernization (TRAMO) Team	CEMP-ST

TITLE	SYMBOL
Public Affairs, Office of Chief Deputy Chief Administrative Officer Command and Electronic Information Team Civil Works and Special Projects Team Military Programs and Special Projects Team	CEPA CEPA-ZA CEPA-ZB CEPA-ZM CEPA-CI CEPA-CW CEPA-MP
Principal Assistant Responsible for Contracting, Office of the Principal Assistant Responsible for Contracting Deputy Principal Assistant Responsible for Contracting Acquisition Support Office Contract Operations & Management Review Division Contracting Policy Division	CEPR CEPR-ZA CEPR-ZB CEPR-A CEPR-O CEPR-P
Research and Development, Office of Deputy Chief of Staff for Deputy Chief of Staff for Research & Development Assistant Deputy Chief of Staff for Research and Development Executive Director for Research and Development Civil Works Programs Laboratory Operations Military Programs	CERD CERD-ZA CERD-ZB CERD-ZC CERD-C CERD-L CERD-M
Real Estate, Office of Deputy Chief of Staff for Deputy Chief of Staff for Real Estate Assistant Deputy Chief of Staff for Real Estate Administrative Office Civil Division Eastern Region Team Western Region Team Military Division Army/Air Force Team DoD Team Realty Services Division Appraisal Team Program Development Team Business Integration Team	CERE CERE-ZA CERE-ZB CERE-ZO CERE-C CERE-C-ER CERE-C-WR CERE-M CERE-M-AA CERE-M-D CERE-R CERE-R-A CERE-R-PD CERE-R-BI
Resource Management, Office of Deputy Chief of Staff for Deputy Chief of Staff for Resource Management Assistant Deputy Chief of Staff for Resource Management Executive Director for Resource Management Budget and Programs Division Investments and Readiness Branch Civil Operations Branch Military Operations Branch Finance and Accounting Policy Division Manpower and Force Analysis Division Business Practices and Program Evaluation Division	CERM CERM-ZA CERM-ZB CERM-ZC CERM-B CERM-BA CERM-BC CERM-BF CERM-F CERM-M CERM-P

TITLE

SYMBOL

Safety and Occupational Health Office
Executive Office

CESO
CESO-ZA

Systems & Engineering Programs
Industrial Hygiene Programs
Operations & Training Programs

CESO-E
CESO-I
CESO-O

Small Business Office

CESB

APPENDIX B

BASIC OFFICE SYMBOLS USACE COMMANDS

BOARDS AND COMMISSIONS

Board of Contract Appeals
Coastal Engineering Research Board
Mississippi River Commission

SYMBOL

CEBA
CECRB
CEMRC

CENTERS

Engineering and Support Center, Huntsville
Transatlantic Programs Center

CEHNC
CETAC

DIVISIONS AND DISTRICTS

Great Lakes and Ohio River Division
 Great Lakes Center
 Buffalo District
 Chicago District
 Detroit District
 Huntington District
 Louisville District
 Nashville District
 Pittsburgh District

CELRD
CELRD-GL
CELRB
CELRC
CELRE
CELRH
CELRL
CELRN
CELRP

Mississippi Valley Division
 Memphis District
 New Orleans District
 Rock Island District
 St. Louis District
 St. Paul District
 Vicksburg District

CEMVD
CEMVM
CEMVN
CEMVR
CEMVS
CEMVP
CEMVK

North Atlantic Division
 Baltimore District
 Europe District
 New England District
 New York District
 Norfolk District
 Philadelphia District
 Washington Aqueduct Division

CENAD
CENAB
CENAU
CENAE
CENAN
CENAO
CENAP
CENAB-WA

DIVISIONS AND DISTRICTS

SYMBOL

Northwestern Division	CENWD
Kansas City District	CENWK
Omaha District	CENWO
Portland District	CENWP
Seattle District	CENWS
Walla Walla District	CENWW
Pacific Ocean Division	CEPOD
Alaska District	CEPOA
Far East District	CEPOF
Honolulu District	CEPOH
Japan District	CEPOJ
South Atlantic Division	CESAD
Charleston District	CESAC
Jacksonville District	CESAJ
Mobile District	CESAM
Savannah District	CESAS
Wilmington District	CESAW
South Pacific Division	CESPD
Albuquerque District	CESPA
Los Angeles District	CESPL
Sacramento District	CESPK
San Francisco District	CESPN
Southwestern Division	CESWD
Fort Worth District	CESWF
Galveston District	CESWG
Little Rock District	CESWL
Tulsa District	CESWT

FIELD OPERATING ACTIVITIES

U.S. Army Corps of Engineers Finance Center	CEFC
U.S. Army Engineer Research and Development Center	CEERD
Humphreys Engineer Center Support Activity	CEHEC
Institute for Water Resources	CEIWR
Marine Design Center	CEMDC
249 th Engineer Battalion	CEPPB